

Cosmetology School

Documentation Required for Licensure

- ☐ Application and fee (\$600). **All application fees are nonrefundable.** To apply, do one of the following:
 1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 2. Request a paper application by calling the Board office at 515-281-0254. Return the completed application with a check or money order payable to the Iowa Board of Cosmetology Arts and Sciences.
- ☐ The application must include the following information:
 - Complete plan of the physical facilities and an explanation detailing how the facilities will be used, including classrooms, clinic space and a mentoring program.
 - List of the names of licensed instructors for the school (a minimum of 2 licensed instructors must be employed before the school license can be issued).
 - Copies of the catalog, brochure, enrollment contract, student policies, and cancellation and refund policies that will be used by the school.
 - A copy of the school's course of study, which shall meet the requirements outlined in Iowa Administrative Code 645—61.14

Please Note: The application must be submitted at least 90 days before anticipated school opening date.